

Interpreter Services for the Pervasive Developmental Disorder Program

The process for providing Pervasive Developmental Disorder (PDD) Program related interpretive services will be as follows:

- A Case Manager who serves a PDD consumer whose parents demonstrate limited English proficiency may approve up to 2 hours of interpretive services to initiate the PDD Program. This time should be used by the selected EIBI Provider to complete the **PDD Program Interpreter Services Plan (PDD Form 45)** with the family. To ensure the family understands the process and can make informed decisions, the emphasis of using interpretive services as a part of the PDD Program should be placed on enabling or enhancing communication between the PDD consumer's parents and the Lead Therapist and, the parents and the Consultant.
- The **PDD Program Interpreter Services Plan** must identify the specific EIBI services for which an interpreter is needed, the amount of time per service the interpreter will be used, and the agreed upon hourly rate of pay. While some local providers have established a rate to be paid by their board/agency for interpretive services, per DDSN policy 700-02-DD, the hourly rate cannot exceed \$40.00 per hour for onsite interpretive services or \$20.00 per hour for telephone interpretive services unless prior authorized by the District Office. DDSN will not pay for mileage or any transportation related costs pertaining to the provision of interpretive services.
- The total number of hours for interpretive services for a consumer should not exceed 156 hours per year (i.e. the consumer's budget cycle) and the plan should not include hours for interpretive services provided during Line Therapy. However, taking into consideration the consumer's age, current exposure to English (e.g. school, daycare), the amount of English spoken in the home, and the manner in which the child was assessed, interpreter services may be authorized on an individual basis for Line Therapy for a specific amount of time. Should an EIBI Provider request hours in this area, the Case Manager should consult with the Autism Division PDD Consultant to make a determination.
- Once the plan is completed, the EIBI provider and the family must sign the plan and the EIBI Provider will submit the plan to the PDD consumer's Case Manager for approval.
- Upon receipt of the plan, the Case Manager will have three (3) working days to review the plan for approval.
 1. If the Case Manager approves the plan, they will sign the document and return it to the EIBI Provider. A copy should be retained for the PDD consumer's record.

2. If the plan is not approved, the Case Manager, the EIBI Provider and the consumer's family must discuss the case in an effort to resolve the impasse to ensure appropriate EIBI services are rendered. If no consensus is reached, the Case Manager should seek guidance from their supervisor.
- When the EIBI Provider receives the approved plan with the Case Manager's signature, the interpreter may be used as outlined in the approved plan. If it becomes necessary to increase the amount of time an interpreter is needed, an addendum to the approved plan must be submitted to the Case Manager for approval prior to any additional hours being used. If fewer hours than approved are used, no plan addendum is required.
 - It will be the responsibility of the DSN Board that employs the Case Manager to pay the interpreter for services rendered. If the Case Manager is employed by a Private Provider, the Private Provider's Financial Manager will be responsible for submitting all required documents to the local DSN Board so the interpreter can be paid. Those providing interpreter services should bill monthly and no invoice should exceed \$525 per month.
 - Payment to the interpreter should be made upon receipt of the **PDD Program Interpreter Services Billing Invoice (PDD Form 46)**. The completed invoice, signed by the EIBI Provider, the interpreter, and the PDD consumer's parent should be submitted to the consumer's Case Manager for review.
 - If the Case Manager approves the invoice, they will sign and date the invoice, attach a copy of the approved plan, and forward both documents to the Case Management provider's finance department for payment or Finance Manager for processing. If the amount of the invoice exceeds the per month maximum or services are billed which are not included on the approved plan, the invoice will be returned to the interpreter to be corrected.
 - The Case Management provider must complete the **Request for Payment for Interpreter Services** and will be reimbursed by DDS as outlined in the policy 700-02-DD. To ensure proper accounting, the form should indicate that this is a PDD case. A copy of the **PDD Program Interpreter Services Plan** and the **PDD Program Interpreter Services Billing Invoice** must be attached to the **Request for Payment** and all documents submitted to the local DDSN District Office.
 - The Case Management Provider, the EIBI provider or the family may choose an interpreter that works best with the family; however, the interpreter cannot be a family member/relative of the child receiving EIBI services or an employee in any capacity of the EIBI Provider.

- It is anticipated that the typical plan will make provisions for one-time and ongoing interpretive services. The requested services should not exceed the following parameters:

1. Initial Assessment: 4 hours per year
2. Program Development& Training: 12 hours per year
3. Plan Implementation: 2 hours per month / 24 hours per year
4. Lead Therapy: 2 hours per week / 104 hours per year
5. Line Therapy: considered on an individual basis
6. Team Meetings: 2 hours per quarter / 8 hours per year
7. Six Month Review: 2 hours per year
8. Program Transfer: 2 hours per year (only if a transfer occurs)
9. Other (specify): will need to be identified in the plan and approved

If a plan is submitted that includes services not listed above or with hours in greater quantities, that plan should be reviewed very carefully and shared with a supervisor for input to determine if approval is appropriate.